

PERCENT FOR ART MODEL FORMS

Call for Artists

Competition Prospectus

Request for Proposal

Artist Proposal Worksheet

Documentation/Permanent Record

PERCENT FOR ART CALL FOR ARTISTS / PRESS RELEASE

The art selection committee for _____ (site) announces a competition for artists to design, execute, and install (artwork) _____ (type, medium, style, etc.) for _____ (locations). \$_____ is available for the purchase of artwork through Maine's Percent for Art law, which reserves one percent of the construction funds for state-funded building projects to provide artwork for the public areas of these buildings.

(Describe committee ideas and community needs, provide detailed site information, etc.)

All professional artists may apply for consideration for this project. For a prospectus, please send a self-addressed, stamped envelope by _____ (date) to: Percent for Art Competition, (contact person), (site name and address).

cc: Maine Arts Commission, committee members, contracting agency

PERCENT FOR ART COMPETITION PROSPECTUS

_____ (agency name) announces a competition for artwork to be acquired by purchase or commission for _____ (site name and location).

Background

(purpose of building)

(Project architect, size, materials, construction details, building schedule. Include blueprints or plans if appropriate.)

Scope of Work

(Artwork criteria -- media to be considered, scale, subject matter, specific site information, anticipated audience.)

Project Budget

\$_____ in Percent for Art funds is available for this project. These funds will be used for commissioning one or more artists (specify if appropriate _____). This fixed amount must cover all design, fabrication, transportation, documentation, and installation expenses, including any building or site modification associated with the artwork.

Selection Process

The Percent for Art selection committee will serve as the jury for this project. The committee will review slides, letters of intent, and artist qualifications prior to requesting interviews or proposals from semi-finalists. **Do not submit models, drawings, or final proposals at this time.** All semi-finalists will be asked to visit the site and may be asked to interview with the committee. Travel reimbursement will be offered to semi-finalists attending interviews. Finalists will be selected following artist interviews. A design fee will be paid to completing final proposals at the committee's request. Final proposals will include models, drawings, samples, and an interview with the committee.

Schedule

Deadline for submission of preliminary materials is _____.
Semi-finalists will be notified by _____.
Semi-finalists' interviews on _____.
Finalists' proposals due by _____.
Finalists' proposal presentations on _____.
Final selection by _____.
Local and Maine Arts Commission approval by _____.
Installation by _____.

Selection Committee

_____ (local, name and title)

_____ (Maine Arts Commission representative, name & title)

_____ (project architect)

_____ (Maine Arts Commission staff person)

Materials to be Submitted

Materials must be mailed to: Percent for Art Competition
(contact person)
(site name and address)

1. Up to ten slides of your work, or you may request that the committee review slides on file with the Maine Arts Commission. All slides must be clearly labeled with the artist's name, the media, the date, and the dimensions (height x width x depth) and an indication of the top of the slide.
2. A current resume.
3. A brief (one page) written statement on your interest and approach to art in the public spaces of this site.
4. Budget estimate.
5. A return envelope with postage (stamps only).

Submitting artists will receive notice of the selection of semi-finalists. After such notification, materials will be returned, provided an envelope and sufficient postage are provided. Every effort will be made to ensure safe handling of the slides and other materials, however, _____

_____ (contracting agency) will not be responsible for any loss or damage.

cc: Maine Arts Commission, committee members, contracting agency

PERCENT FOR ART REQUEST FOR PROPOSAL

Description: (describe site, locations for artwork, ideas and themes. Indicate which slides or artworks most interest you. Enclose blueprints and plans if appropriate. Refer to prospectus if appropriate.)

Budget: \$_____ for the art installed on site.

Schedule: Initial contact by _____
Proposal due by _____
Final selection by _____
Installation by _____

Design fee: \$_____ plus travel @ .30 per mile for one site visit and for one proposal presentation to all artists submitting complete proposals. Proposals remain property of the artist.

Additional information: If you need additional information about the Percent for Art program, or have questions about this project, please contact the Maine Arts Commission at 207/287-2726.

Selection Committee: The _____ Percent for Art selection committee members are (list members, specifying role).

Site visit: The committee would like you to visit the site before submitting a proposal. Please contact _____ on or before _____ at _____ (Tel #) to confirm your interest in the project and to arrange a visit.

Proposals: Please submit a brief narrative description of your proposal, including budget and site preparation considerations. You should include sketches, models, materials, samples, and slides and other materials, as appropriate.

Interview: The committee would like to meet with you to discuss your proposal before making a final decision. _____ has been set as the date and time for your interview. Please let _____ know if you will be unable to meet at this time.

This format is intended to be accompanied by a brief cover letter addressed to the artist describing the committee's process and enthusiasm for the artist's work. The Request for Proposal package should also include a copy of the Artist Proposal Worksheet.

cc: Maine Arts Commission, committee members, contracting agency

ARTIST PROPOSAL WORKSHEET

Artist's name: _____

Address: _____

_____ Phone _____

Description of artwork and site: _____

Total budget specified \$ _____

Travel _____

Materials _____

Studio rent _____

Overhead _____

Insurance _____

Installation costs:

Engineering _____

Site work _____

Equipment rental _____

Framing _____

Labeling _____

Other _____

Photography _____

Assistance _____

Artist's fee _____

Total Costs: \$ _____

Maintenance requirements: _____

cc: Maine Arts Commission

PERCENT FOR ART - DOCUMENTATION/PERMANENT RECORD

Artist Name _____

Address _____ Tel.# _____

Project Site _____

Address _____

Contact person _____ Tel.# _____

Artwork

Title _____

Medium _____

Price _____

Place of fabrication _____

Location at Site _____

Location of signature _____

Location of plaque _____

Installation Date _____

History of work _____

How Theme/Concept originated _____

Description of work (continue on reverse or separate sheet if necessary):

Size (H x L x W):

Maintenance Instructions (continue on reverse or separate sheet if necessary):

Photographic documentation of installed work enclosed:

_____ (6) 35mm slides of installed artwork

_____ (2) 8x10 black and white photos

_____ Other

Please label each with title, year, artist, medium, project name, **and photo credits**.

Signature _____ Date _____

Return to: Maine Arts Commission 25 State House Station Augusta, ME 04333-0025